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Staff Chiefs

4 January 1961

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[redacted]

Junior Officer Trainees

1. We have been requested by the Office of Training to play host on Monday, 9 January, to six, presumably promising, Junior Officer Trainee types and acquaint them with the structure, functions, mission, techniques and product of GNE. This is a more or less annual exercise.

2. To maximize the benefits to the JOs, and minimize the disruptions to GNE, we plan a schedule roughly as follows:

a. General introductions to the Office and short talk by Mr. Cooper on the structure and functions of GNE.

b. Discussion of kinds of estimates and estimative techniques with [redacted]

c. Individual perusal of selected blue-bound volumes illustrating the above.

d. Around 11, the group will break up and, taking account of individual interests on the part of the JOs, plus the principle of fair shares for all for the GNE Staffs, will spend the next few hours with the respective staffs. It is intended that no more than two will go to any one staff.

The purpose of this part of the day will be to give the JOs the benefit of fairly detailed discussion and reading on both the substance and the techniques employed by the respective area staffs. Precisely how and by whom this is done is left to the discretion of each Staff Chief.

e. At 3:00, the JO group will reassemble with [redacted] for a general talk, questions and answers, etc., etc. on what they have learned.

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3. **Isab Staff Chief is requested:**

a. to give some thought as to the care and feeding of one or two of the guests from 11 to 3, and

b. to select, for the morning's discussion, four or five estimates illustrative of the main significant types of HIs and estimative problems you work with. Please give the list of your selections to in the HI Staff by Friday afternoon.

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